

FRISCO PARKS AND RECREATION DEPARTMENT

MEMORANDUM

DATE: November 28, 2000

TO: Pat Reinhart, Administrative Assistant

FROM: Rick Wieland, Director of Parks and Recreation

RE: Request to Place Agenda Item for Payment of Professional Services for Southwest Community Park Master Plan on December 5, 2000 City Council Agenda

The purpose of this memorandum is to provide information submitted by Newman, Jackson, Bieberstein, Inc. regarding to payment of professional services for the Southwest Community Park Master Plan, in the amount of \$415.05.

I have reviewed the pay request by Newman, Jackson, and Bieberstein, Inc. and have determined that the work performed is true and accurate.

Based on this information, I would request that this item be placed on the December 5, 2000 City Council meeting for consideration.

Should you have any questions regarding this matter, please let me know.

CITY OF FRISCO

CITY COUNCIL AGENDA REQUEST FORM

DATE: November 28, 2000	CITY COUNCIL MEETING DATE: December 5, 2000	SUBJECT: Payment of Professional Services for Southwest Community Park Master Plan to Newman, Jackson, and Bieberstein, Inc. in the amount of \$415.05	AGENDA: Consent <input checked="" type="checkbox"/> <u>X</u> Legislative <input type="checkbox"/> Regular <input type="checkbox"/>	SUBMITTED BY: Rick Wieland, Director of Parks and Recreation
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REQUESTS and ALL BACKUP MATERIAL MUST BE RECEIVED NO LATER THAN 12:00P.M. ON THE WEDNESDAY PRIOR TO THE TUESDAY NIGHT OF THE CITY COUNCIL MEETING

ACTION: ITEMS THAT MUST BE COMPLETED BEFORE BEING PUT ON AGENDA

- ☒ X **MEMO** - All Agenda Items must have Memo with Staff Comments
- ☒ X **ELECTRONIC COPY** (Emailed to ATCM@ci.frisco.tx.us)

- ☐ **ORDINANCE**
- ☐ SIGNED BY RICHARD or REBECCA
- ☐ EXHIBITS ATTACHED
- ☐ FOUR COPIES (1 Unstapled, 3 Stapled)
- ☐ ELECTRONIC COPY (Emailed to ATCM@ci.frisco.tx.us)

- ☐ **RESOLUTION**
- ☐ AGREEMENT & EXHIBITS ATTACHED
- ☐ FOUR COPIES (1 Unstapled, 3 Stapled)
- ☐ ELECTRONIC COPY (Emailed to ATCM@ci.frisco.tx.us)

- ☐ **AGREEMENT**
- ☐ EXHIBITS ATTACHED
- ☐ RESOLUTION
- ☐ THREE COPIES (Stapled)
- ☐ ELECTRONIC COPY (Emailed to ATCM@ci.frisco.tx.us)

- ☐ **AWARD OF BID** (MUST HAVE BID NUMBER)
- ☐ BID TABULATION

- ☒ X **PAY REQUEST/CHANGE ORDERS**
- ☒ X **THREE COPIES** (1 Unstapled, 2 Stapled)

- ☐ **DISCUSSION**
- ☐ BACKUP MATERIAL ON ITEM
- ☐ ELECTRONIC COPY (Emailed to ATCM@ci.frisco.tx.us)

DISPOSITION INSTRUCTIONS: (Please indicate what action you want taken after the Council takes requested action.) Forward payment to the following address

☒ Forward/Mail copies (# 1) to Newman, Jackson, and Bieberstein, Inc. at the following

address: Newman, Jackson, and Bieberstein, Inc.
12770 Coit Road, Suite 210
Dallas, Texas 75251

☐ Return copy (☐) or original (☐) to _____ Department

☐ Other